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25 February 1947

S. O. DIRECTIVE NO.

POLICY RE AUTOMOBILES AT OVERSEAS STATIONS

APPENDIX I

REIMBURSEMENT FOR OFFICIAL USE OF PERSONALLY OWNED AUTOMOBILES  
OVERSEAS

1. General Policy:

Recognition is taken of the necessity for reimbursing an individual for the official use of his personally owned automobile, where the use of such automobile has enabled the Government to avoid the expense of furnishing a Government-owned automobile for official use; therefore, reimbursement will be made in accordance with the policy set forth in the following paragraphs.

2. Reimbursable Expenses:

Each individual who has a personally owned vehicle at an overseas station and is authorized in advance by the ADSO to use such vehicle for official business shall receive reimbursement for his expenses on the following basis:

a. He shall keep a record of all gasoline, oil and lubrication expenses, including normal maintenance (lubricating and washing);

b. Operating costs will be totaled each month and reimbursement will be allowed for the percentage of the overall mileage that the car was used for official business - upon the certification by the owner of the car and approval of the Chief of Mission;

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g. In addition, the individual may receive reimbursement for depreciation and necessary repairs upon a mileage basis. This reimbursement will be at the rate \$.03 per mile. Mileage will be determined on the basis of the average monthly percentage that the car was utilized for official business upon certification by the individual and approval by the Chief of Mission.

3. Approvals:

a. In stations where there is more than one officer, these accounts will be paid only on the approval of the Chief of Mission. Such accounts will be forwarded to the Chief, Projects Support Division, Washington, for review.

b. For Chiefs of Missions and "one-officer" stations, these accounts will be forwarded to Chief, Projects Support Division, Washington, for approval. Payment may be made upon receiving approval from Washington.

DONALD H. GALLOWAY  
Assistant Director for Special Operations

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